



Illinois Department of Corrections

Administrative Directive

Number: 01.02.104	Title: Identification of Employees, Official Visitors and Workers	Effective: 2/1/2023
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	01.02.104 effective 1/1/2020	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards:
Referenced Policies: 01.02.107, 02.60.135, 04.01.122	Referenced Forms: DOC 0434 – Incident Report

I. POLICY

The Department shall maintain a system to provide for the identification of employees, official visitors and workers who enter and exit Department facilities, offices and program sites on a regular basis.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the identification of employees, contractual employees, official visitors, volunteers, interns and outside workers.

B. Applicability

This directive is applicable to facilities, offices and program sites within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. All badges, special credentials and identification cards (except retiree badges and retiree identification cards) are the property of the Department and shall be returned in accordance with this directive.
2. The Manager of Staff Development and Training shall ensure:
 - a. A written procedure is established for the issuance of employee identification cards and for governing the control of employee identification at the Concordia Complex and the Decatur Training Complexes;
 - b. Both front and side profile color photographs of each employee at the Concordia Complex and the Decatur Training Complexes shall be maintained in the hostage file; and

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- c. Photographs are updated whenever a new identification card is issued or when the appearance of the employee changes significantly.
- 3. All employees shall ensure their employee identification card is worn and clearly visible at all times while on duty. The only exception would be uniformed staff who either are wearing a nameplate or have their name embroidered on their outermost garment. These employees will not be required to wear their identification card but would be required to maintain it on their person.
- 4. Correctional Facilities

The Chief Administrative Officer (CAO) shall ensure:

 - a. A written procedure is established in accordance with this directive for the issuance and control of identification cards to all persons, except for visitors of individuals in custody, who enter the facility or program site on a regular basis;
 - b. A hostage file containing both front and side profile color photographs of each employee under his or her supervision is maintained; and
 - c. Photographs are updated whenever a new identification card is issued or when the appearance of the employee changes significantly.

F. Special Identification Credentials

Employees who are issued special identification credentials shall display the badge or special identification.

- 1. Special identification credentials may only be issued upon written authorization of the Director.
- 2. Special identification credentials shall be issued in the form authorized by the Director and shall include the name, title, current photograph and signature of the employee.
- 3. Special identification credentials may routinely be issued to:
 - a. Executive Staff;
 - b. Deputy Directors;
 - c. Chiefs;
 - d. CAOs; and
 - e. Assistant CAOs.
- 4. Requests for issuance of special credentials for other individuals shall be submitted in writing through the chain of command to the Director for approval. The request shall include the name of the employee, the employee's function and justification for such issuance.
- 5. The renewal, updating and surrender of special credentials shall be in compliance with procedures for the standard employee identification card as stated in Paragraph II.H.7. through 10.
- 6. Deputy Directors and Chiefs shall maintain a current list of all employees under his or her supervision who have been issued special identification credentials. Each CAO shall maintain a similar list for all facility employees.

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7. The Director may rescind the privilege to carry special identification credentials at any time.

G. Badges

The Department's standard badge shall be determined by the Director.

1. Standard gold badges shall be issued:
 - a. To supervisory staff such as Shift Supervisors, Superintendents, Majors, Parole Supervisors, Duty Administrative Officers, Deputy Directors, Chiefs, the Director and other staff as approved by the Director.
 - b. By the Chief of Operations upon hire, promotion, transfer or at the direction of the Director.
2. Standard silver badges shall be issued:
 - a. To line staff such as Lieutenants, Sergeants, Correctional Officers, Parole Agents, Internal Investigators and other staff as approved by the Director.
 - b. By the Office of Staff Development and Training upon graduation from or successful completion of course work at the Training Academy or at the direction of the Director.

NOTE: Staff may be issued a uniform with an embroidered badge in addition to the issuance of one standard silver badge.

3. Requests for issuance of badges for other individuals shall be submitted in writing through the chain of command to the Director for approval. The request shall include the employee's name and function, justification for such issuance and the type of badge (gold or silver) being requested.
4. The Manager of Staff Development and Training shall submit a report containing the following to the Chief of Operations and the appropriate CAO as silver badges are issued:
 - a. Employee's name and function;
 - b. Employing facility; and
 - c. Badge numbers assigned.
5. The CAO shall update the badge records as reports are received and upon issuance of badges.
6. Uniformed personnel shall wear a standard badge in a manner authorized by the Director.
7. Non-uniformed personnel shall carry a badge as appropriate on the belt or in a wallet. A State issued black case shall be used by non-uniformed personnel to carry badges.
8. Employees shall keep the same badge and badge number until such time as they are promoted into the command gold series badges or the non-uniformed personnel gold series badges.
9. When an employee leaves the Department or is no longer in a position that requires a badge, the badge shall be immediately surrendered to the employee's supervisor. Failure to immediately surrender the badge:

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- a. Shall be deemed as theft;
 - b. Shall result in the employee being responsible for all costs incurred for the replacement of the badge;
 - c. May be referred to the local States Attorney's Office or the Attorney General for prosecution; and
 - d. May result in the employee being responsible for all costs incurred for legal action including all civil monetary remedies allowed by law.
- 10. Upon return of the badges, the supervisor shall ensure records are updated and:
 - a. Silver badges are returned to the Office of Staff Development and Training; and
 - b. Gold badges are returned to the Chief of Operations.
- 11. If an employee retires from the Department in good standing with 20 or more years of service in a security title, or retires from the Department with 20 or more years of service and retires from a title in which a badge was issued, the retiring employee or the Employee Benefit Fund at the site where the employee last served may purchase a retiree badge.
 - a. Prior to the retiree badge being issued, an official letter of recommendation from the employee's CAO, attesting the employee retired in good standing, shall be submitted to the Chief of Operations. The letter of recommendation shall be submitted prior to the employee's retirement date.
 - b. The issuance of the retiree badge shall be contingent upon the return of the employee's service badges and approval of the Chief of Operations.
 - c. Issuance of retiree badges to employees not meeting the above criteria shall be at the discretion of the Chief of Operations (no designee).
 - d. Upon issuance of a retiree badge, the employee shall be provided with a letter from the Director.
 - e. Lost, damaged or stolen retirement badges shall not be replaced.
- 12. If an active (non-retiree) badge is lost, damaged or stolen, the following shall take place.
 - a. If the badge was lost or damaged, the employee shall submit an Incident Report, DOC 0434, including the badge number to his or her supervisor. The supervisor shall forward a copy of the DOC 0434 to the supervisor of the Operations Center who shall notify the Manager of Staff Development and Training or the Chief of Operations, as appropriate.
 - b. If the badge was stolen, the employee shall report the theft to the local police authorities and obtain a copy of the police report. The employee shall submit a copy of the police report and a DOC 0434, including the badge number, to his or her supervisor. The supervisor shall forward the DOC 0434 and police report to the supervisor of the Operations Center who shall notify the Manager of Staff Development and Training or the Chief of Operations, as appropriate.
 - c. The supervisor shall request a replacement badge from the Training Academy or the Chief of Operations, as appropriate.

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- d. Employees shall be notified they are to reimburse the Department in accordance with Administrative Directive 02.60.135.
13. In the event of an employee's death, the badges shall be returned to the Department unless otherwise approved by the Director or Chief of Staff.
14. Each CAO shall maintain a current list of all badges issued to all personnel under his or her supervision including the badge number, employee's name and type of badge.
15. The Chief of Operations and the Manager of Staff Development and Training shall maintain a current master list of all badges issued including the badge number, employee's name and type of badge.

H. Standard Identification

1. The Department's standard identification card shall be determined by the Director. No other form of identification may be worn or carried, except as authorized by this directive.
2. The photograph for the identification card shall have a light blue back drop.
3. The front of each identification card (excluding retiree identification cards) shall include at a minimum:
 - a. The individual's current photograph.
 - b. The individual's full name.
 - c. An identifying information box that displays:
 - (1) The individual's payroll title, or officially recognized program or functional title, or both;
 - (2) The individual's division, facility, unit or company affiliation; and
 - (3) Expiration date.
 - d. Type of identification card: EMPLOYEE, CONTRACTUAL, INTERN, VOLUNTEER, STAFF WELLNESS RESPONSE TEAM, NEMAT or TACTICAL.
4. The back of each identification card may include a list of medical conditions.
5. The identification card shall be white. The identifying information box and photograph frame shall be color-coded as follows:

Gray	Employees.
Orange	Active Members of the Tactical Team or Statewide NeMaT.
Yellow	Contractual employees who provide services to individuals in custody on an on-going basis.
Light blue	Contractual employees who do not provide services to individuals in custody on an on-going basis and outside workers.
Dark blue	Staff Wellness Response Team (SWRT)
White	Volunteers and interns.

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6. The expiration date shall be July 1, 2020, and every fifth year thereafter, for example, July 1, 2025, July 1, 2030, etc.
7. Renewals of identification cards shall commence at least 30 days before the expiration date to ensure reissuance prior to expiration.
8. Loss of an identification card shall be reported immediately and the reporting system and reissuance process shall be described in the local procedure.
9. Identification cards shall be updated when the employee's appearance changes enough to make a positive identification difficult or when any information on the card has changed.
10. The identification card shall be surrendered: at termination of State service; when an employee is transferred to another division, facility or agency; when an individual's contract expires; or when an updated card is issued. The system of accounting for the status of all identification cards, including the destruction of expired or invalid identification cards, shall be described in the local procedure.
11. Employees retiring with 20 or more years of service from the Department may request a retiree identification card at no cost. The retiree identification card shall be formatted as approved by the Director and clearly indicate that it was issued to a retiree of the Department. Retiree cards do not expire and shall not normally be reissued.

NOTE: Descriptive information such as date of birth, height, weight, color of hair and color of eyes shall be included on the photographs in the hostage file only, not on the identification card.

I. Secondary and Temporary Identification Cards

1. Tactical Team members, Statewide NeMaT members and SWRT members shall only display their orange or dark blue color coded identification cards when performing in the capacity of the specialized unit. Standard employee identification cards shall be displayed while performing regular duties.
2. If an employee has forgotten his or her identification card, a temporary identification card labeled "EMPLOYEE TEMPORARY ID" may be picked up at the facility or program site following verification of the employee's identification. This temporary card shall be returned when leaving the facility or program site.

J. Identification of Contractual Employees and Outside Workers

1. Prior to the issuance of an identification card to an outside worker or to a contractual employee, a background investigation shall be conducted in accordance with Administrative Directive 01.02.107.
2. Contractual employees, such as healthcare workers, educators, dietary workers and other contractual employees as deemed appropriate by the CAO, who provide services to individuals in custody on an on-going basis shall be issued employee identification cards color coded yellow.
3. Outside workers and contractual employees who do not provide on-going services to individuals in custody shall be issued identification cards color coded light blue.
4. Each outside worker or contractual employee shall wear or carry his or her identification card where it is clearly visible to security personnel while working on the grounds of a correctional facility or program site.

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5. The CAO shall determine the level of security clearance, supervised or unsupervised, for outside workers and contractual employees who are issued identification cards color coded light blue.
6. Facilities may issue temporary identification cards which merely state "OUTSIDE WORKER" for workers who will be working at the facility on a one-time or limited basis provided that the individual is escorted and supervised by staff at all times while on facility grounds.
7. Outside workers or contractual employees who are issued identification cards color coded light blue shall not retain possession of their identification cards. The identification card shall be picked up at the facility or program site each day and returned at the end of the day.
8. A construction information booklet shall be issued to any construction worker. The booklet shall include an orientation of the rules and regulations and the name of the individual at the correctional facility or program site who shall coordinate the work.

K. Identification of Volunteers and Interns

1. Regular volunteers and interns who provide services at a correctional facility shall be issued identification cards color coded white. Such identification may be issued for volunteers and interns who perform services at a program site.
2. Volunteers and interns shall not retain possession of their identification cards. Identification cards shall be picked up at the facility or program site where the volunteer is approved to work each day and returned at the end of the day.
3. A temporary identification card labeled "OFFICIAL VISITOR" shall be issued to all one-time or limited volunteers or interns who provide services at a correctional center and may be issued to volunteers or interns who provide services at a program site. The temporary identification card shall be returned when leaving the facility.
4. Each volunteer or intern shall prominently display his or her identification card on the outermost garment while on the grounds of a correctional facility.
5. Identification cards shall only be used when conducting authorized volunteer service. Misuse of the identification cards shall be grounds to restrict or terminate volunteer service in accordance with Administrative Directive 04.01.122.
6. Admission of volunteers shall be in accordance with Administrative Directive 04.01.122.

L. Identification of Official Visitors

1. The CAO of a correctional facility or program site shall maintain a written procedure for the admission and identification of official visitors.
 2. Facilities may issue temporary identification cards that merely state "OFFICIAL VISITOR" for individuals visiting on a one-time or limited basis. The card shall also state the name of the facility issuing the temporary card. The temporary identification card shall be returned when leaving the facility.
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